

CODIR-D-111/1.5/2  
19 January 1965

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

Biographic Task Team V

Approved Terms of Reference

In accordance with CODIR-M-60 of 21 January 1965, para. 3,  
the attached revision of CODIR-D 111/1.5/2 dated 2 December 1964  
constitutes the official CODIR-approved Terms of Reference for subject  
task team.

  
Secretary

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TASK TEAM V - BIOGRAPHICS

Terms of Reference

A. OBJECTIVE

To identify means for improving the storage; retrieval and exchange of information from the major name files and related data files in the Intelligence Community.

B. FACT FINDING

1. Identify those significant index and related systems leading to biographic information collections in the government which are routinely consulted by intelligence agencies for their security, counterintelligence or foreign (positive) intelligence content.

2. Establish the following facts concerning each of the above.

a. Size: Number of index records (i.e., extracts of information, such as 3 x 5 cards, punched cards, magnetic tape records, disk records, strip records, etc. normally leading to documents and files), type and size of index records, single or multiple reference.

b. Emphasis on types of personalities covered: e.g., percentage of foreign vs U. S. Citizens, scientists, military, political, Communist Party, Maritime, foreign intelligence services, agents, etc. This will include the "name finding" as well as the "name searching" activity.

c. Number of names searched daily: Percentage of positive and negative responses, depth of search on name variants.

d. Major requesters; proportion of requests from each.

e. Methods of communicating requests and responses: Forms, memoranda, teletape, transceiver, data phone; security classification of requests and responses.

Group 1

f. Identifying data in conjunction with name normally included in index reference.

g. General description of input, maintenance and search processing.

h. Current requirements for submission of requests.

i. Classification of the index.

j. Other factors bearing on system effectiveness or manpower involved in finding biographic information.

**C. REVIEW**

1. Examine costs, methodology and prospects for biographic systems now undergoing mechanization.

2. Identify basic problems to be faced and areas where policy decisions are required by each agency in planning for mechanization.

3. Identify those areas where format, methodology and equipment compatibility are required or are highly desirable in name searching or finding to obtain optimum speed, quality and economy in automating query and response.

**D. RECOMMENDATIONS**

Formulate recommendations for CODIB and USIB approval outlining policy objectives for the Community, with generalized projections of cost, manpower and time required to meet these objectives. Include specific guidelines for agencies to follow in systems planning and development, and recommend follow on action.